



# nypayrollprocess\_teaminformation



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# TRS Reporting Requirements

- **ALL** employees are reported.
- Retired employees are only reported on the ER record.
- A contract **Begin** and **End Date** is required for **ALL** employees.

| Required Information                                                                                                                                                                     | Human Resources Page                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| The <b>FTE Hours</b> (full-time equivalent) is required for the ED record if 30 hours or more.                                                                                           | <a href="#">Personnel &gt; Tables &gt; Job/Contract &gt; Job Codes</a>         |
| The <b>Days Worked</b> or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar.                                                | <a href="#">Payroll &gt; Tables &gt; Workday Calendars</a>                     |
| The <b>Employment Type</b> is required for the ED record.                                                                                                                                | <a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>                |
| The <b>TRS Status</b> (TRS membership eligibility flag) is required for the ED record.                                                                                                   | <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> |
| A <b>TRS Member Pos</b> (position) <b>Code</b> is required for all employees (including substitutes).<br><br>The <b>Wkly Hrs. Sched</b> (hours scheduled) is required for the RP record. | <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> |
| The <b>Retiree Employment Type</b> is required for the ER record.                                                                                                                        | <a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>                |